

## Glossary and Acronyms

**Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

**Advanced Readiness Contracting:** While the Federal Government has tremendous resources on hand to support State and local governments, certain resources are more efficiently deployed procured from the private sector. Advanced readiness contracting ensures that contracts are in place before an incident for commonly needed commodities such as ice, water, debris removal, temporary power, and plastic sheeting. Advanced readiness contracting improves the Federal Government's ability to secure supplies and services by streamlining the process of ordering, acquiring, and distributing surge resources when needed.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are sent to incidents.

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Alert:** Notification of a hazard or an incident that potentially requires a coordinated Federal response.

**All-Hazards:** Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.

**Annexes:** See **Emergency Support Function Annexes, Incident Annexes, and Support Annexes.**

**Area Command:** An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decisionmaking.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

**Attorney General:** The chief law enforcement officer of the United States. Generally acting through the Federal Bureau of Investigation, the Attorney General has the lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States or directed at U.S. citizens or institutions abroad, as well as for coordinating activities of the other members of the law enforcement community to detect, prevent and disrupt terrorist attacks against the United States. This includes actions that are based on specific intelligence or law enforcement information. In addition, the Attorney General approves requests submitted by State governors pursuant to the Emergency Federal Law Enforcement Assistance Act for personnel and other Federal law enforcement support during emergencies.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Cache:** A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Catastrophic Incident:** Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Chief:** The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

**Chief Elected Official:** A mayor, city manager, or county manager.

**Citizen Corps:** Citizen Corps, administered by the Department of Homeland Security, is a community-level program that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training and volunteer service.

**Counterterrorism Security Group (CSG):** The CSG is an interagency body convened by NSC and HSC staff on a regular basis to develop terrorism prevention policy and threat response and law enforcement investigations associated with terrorism. The CSG may meet during threat situations, prior to an imminent attack, or immediately following a terrorist attack.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** Consists of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

**Common Operating Database:** A database of information maintained by the National Operations Center that is used to provide overall situational awareness for incident information.

**Common Operating Picture:** A continuously updated overview of an incident compiled throughout an incident's lifecycle from data shared between integrated systems for communication, information management, and intelligence and information sharing. The common operating picture allows incident managers at all levels to make effective, consistent, and timely decisions. The common operating picture also helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private-sector and nongovernmental entities that are engaged.

**Communications:** Process of transmission of information through verbal, written, or symbolic means.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the predelegation of emergency authority, and active command and control during response and recovery operations.

**Continuity of Operations (COOP) Plans:** Procedures to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Corrective Actions:** Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

**Counterterrorism Security Group (CSG):** An interagency working group, with representation at the assistant secretary level, that evaluates various policy issues of interagency import regarding counterterrorism and makes recommendations to Cabinet and agency deputies and principals for decision. As appropriate, the chair of the National Security Council and Cabinet principals will present such policy issues to the President for decision. The CSG has no role regarding operational management during an actual incident.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Defense Coordinating Officer (DCO):** DOD has appointed 10 DCOs and assigned one to each FEMA region. If requested and approved, the DCO serves as DOD's single point of contact at the JFO. With few exceptions, requests for DSCA originating at the JFO are coordinated with and processed through the DCO. The DCO may have a Defense Coordinating Element consisting of a staff and military liaison officers to facilitate coordination and support to activated ESFs. Specific responsibilities of the DCO (subject to modification based on the situation) include processing requirements for military support,

forwarding mission assignments to the appropriate military organizations through DOD-designated channels, and assigning military liaisons, as appropriate, to activated ESFs.

**Defense Support of Civil Authorities:** Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents. Same as the Letter of Expectation.

**Demobilization:** The orderly, safe, and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC):** An emergency operations center (EOC) specific to a single department or agency. Its focus is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**DHS:** Department of Homeland Security

**Director of National Intelligence:** Serves as the President's principal intelligence advisor and oversees and directs the implementation of the National Intelligence Program.

**Disaster Recovery Center (DRC):** A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.

**DOD:** Department of Defense

**Domestic Readiness Group (DRG):** An interagency working group managed by the Assistant to the President for Homeland Security and Counterterrorism, with representation at the assistant secretary level. This group evaluates various policy issues of interagency import regarding domestic preparedness and incident management and makes recommendations to Cabinet and agency deputies and principals for decision. As appropriate, the chair of the Homeland Security Council and Cabinet principals will present such policy issues to the President for decision. The Domestic Readiness Group has no role regarding operational management during an actual incident.

**Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

1 **Emergency Manager:** The person who has the day-to-day responsibility for emergency  
2 management programs and activities. The role is one of coordinating all aspects of a  
3 jurisdiction's mitigation, preparedness, response, and recovery capabilities. The local  
4 emergency management position is referred to with different titles across the country, such  
5 as civil defense coordinator or director, civil preparedness coordinator or director, disaster  
6 services director, and emergency services director. It now commonly is referred to as  
7 homeland security director.

8  
9 **Emergency Management Assistance Compact (EMAC):** A congressionally ratified  
10 organization that provides form and structure to interstate mutual aid. Through EMAC, a  
11 disaster-affected State can request and receive assistance from other member States  
12 quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

13  
14 **Emergency Management/Response Personnel:** Includes Federal, State, territorial,  
15 tribal, substate regional, and local governments, private-sector organizations, critical  
16 infrastructure owners and operators, nongovernmental organizations, and all other  
17 organizations and individuals who assume an emergency management role. Also known as  
18 emergency responders.

19  
20 **Emergency Operations Center (EOC):** The physical location at which the coordination of  
21 information and resources to support incident management (on-scene operations) activities  
22 normally takes place. An EOC may be a temporary facility or may be located in a more  
23 central or permanently established facility, perhaps at a higher level of organization within a  
24 jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law  
25 enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal,  
26 city, county), or some combination thereof.

27  
28 **Emergency Operations Plan:** The ongoing plan maintained by various jurisdictional levels  
29 for responding to a wide variety of potential hazards.

30  
31 **Emergency Public Information:** Information that is disseminated primarily in  
32 anticipation of an emergency or during an emergency. In addition to providing situational  
33 information to the public, it also frequently provides directive actions required to be taken  
34 by the general public.

35  
36 **Emergency Support Function Annexes:** ESF Annexes detail the missions, policies,  
37 structures, and responsibilities of Federal agencies for coordinating resource and  
38 programmatic support to States, tribes, and other Federal agencies or other jurisdictions  
39 and entities when activated to provide coordinated Federal support during an incident. The  
40 introduction to the ESF Annexes summarizes the functions of ESF coordinators and primary  
41 and support agencies.

42  
43 **Emergency Support Functions:** The Federal Government groups most of its resources  
44 and capabilities, and those of certain private-sector and non-governmental organizations,  
45 under Emergency Support Functions (ESFs). ESFs align categories of resources and provide  
46 strategic objectives for their use. ESFs utilize standardized resource management concepts  
47 such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and  
48 recovery of resources before, during, and after an incident. The *Framework* identifies  
49 primary ESF agencies on the basis of authorities and resources. Support agencies are  
50 assigned based on the availability of resources in a given functional area. ESFs provide the  
51 greatest possible access to Federal department and agency resources regardless of which  
52 agency has those resources. See **ESF Annexes**.

**External Affairs:** External Affairs ensures that sufficient Federal assets are deployed to the field during incidents requiring a coordinated Federal response to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evaluate and Improve:** Evaluation and iterative process improvement are cornerstones of effective preparedness exercises. Upon concluding an exercise, jurisdictions should evaluate performance against relevant capability objectives, identify deficits, and institute corrective action plans. Improvement planning should develop specific recommendations for changes in practice, timelines for implementation, and assignments for completion.

**Event:** See **Planned Event**.

**Exercise:** Opportunities to test capabilities and improve proficiency in a risk-free environment. Exercises assess and validate policies, plans, and procedures. They also clarify and familiarize personnel with roles and responsibilities. Well-designed exercises improve interagency coordination and communications, highlight capability gaps, and identify opportunities for improvement. Community, State, Federal, and tribal jurisdictions should exercise their own response capabilities and evaluate their abilities to perform expected responsibilities and tasks.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Federal Coordinating Officer (FCO):** For Stafford Act events, upon the recommendation of the FEMA Administrator and the Secretary of Homeland Security, the President appoints an FCO. The FCO is a senior FEMA official trained, certified and well experienced in emergency management, and specifically appointed to coordinate Federal support in the response to and recovery from emergencies and major disasters. The FCO executes Stafford Act authorities, including commitment of FEMA resources and the mission assignment of other Federal departments or agencies.

**Federal-to-Federal Support:** Federal-to-Federal Support is when a Federal department or agency responding to an incident under its own jurisdictional authorities may request DHS coordination to obtain additional Federal assistance. As part of Federal-to-Federal support, Federal departments and agencies execute interagency or intra-agency reimbursable agreements, in accordance with the Economy Act or other applicable authorities.

**Federal Resource Coordinator (FRC):** In non-Stafford Act situations when a Federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security to obtain support from other Federal departments and agencies, DHS may designate an FRC. In these situations, the FRC coordinates support through interagency agreements and memorandums of understanding. The FRC is responsible for coordinating timely delivery of resources to the requesting agency.

**FEMA:** Federal Emergency Management Agency

**FEMA Regional Offices:** FEMA has 10 regional offices, each headed by a Regional Administrator. The regional field structures are FEMA's permanent presence for communities and States across America. The staff at these offices support development of all-hazards operational plans and generally help States and communities achieve a higher level of readiness. These regional offices mobilize FEMA assets and evaluation teams to the site of emergencies or disasters.

**Finance/Administration Section:** The JFO Finance/Administration Section responsible for the financial management, monitoring, and tracking of all Federal costs relating to the incident and the functioning of the JFO while adhering to all Federal laws, acts, and regulations.

**Function:** Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operations Section. See **Division**.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Homeland Security Council (HSC):** The Homeland Security Council (HSC) and National Security Council (NSC) provide national strategic and policy guidance to the President during large-scale incidents that affect the Nation. On behalf of the President, the head of the Homeland Security Council (chaired by the Assistant to the President for Homeland Security and Counterterrorism) and the head of the National Security Council (chaired by the Assistant to the President for National Security Affairs) coordinate Federal policy development for domestic and international incident management, respectively, and convene interagency meetings to coordinate policy issues. Both policy councils use well-established policy development structures to identify policy issues that require interagency coordination, flesh out policy options, and present those options for decision. The two councils frequently co-chair policy development work on an issue of common interest.

**Homeland Security Information Network (HSIN):** A computer-based counterterrorism communications system connecting all 50 States, five territories, Washington, DC, and 50 major urban areas. The HSIN allows all States and major urban areas to collect and disseminate information between Federal, State, and local agencies involved in combating terrorism.

**HSPD-5:** Homeland Security Presidential Directive 5, Management of Domestic Incidents

**HSPD-7:** Homeland Security Presidential Directive 7, Critical Infrastructure, Identification, Prioritization, and Protection

**HSPD-8:** Homeland Security Presidential Directive 8, National Preparedness

1 **Incident:** An occurrence or event, natural or manmade, that requires a response to protect  
2 life or property. Incidents can, for example, include major disasters, emergencies, terrorist  
3 attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials  
4 spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical  
5 storms, tsunamis, war-related disasters, public health and medical emergencies, and other  
6 occurrences requiring an emergency response.

7  
8 **Incident Action Plan (IAP):** An oral or written plan containing general objectives  
9 reflecting the overall strategy for managing an incident. It may include the identification of  
10 operational resources and assignments. It may also include attachments that provide  
11 direction and important information for management of the incident during one or more  
12 operational periods.

13  
14 **Incident Annexes:** Incident Annexes address contingency or hazard situations requiring  
15 specialized application of the NRP. The Incident Annexes describe the missions, policies,  
16 responsibilities, and coordination processes that govern the interaction of public and private  
17 entities engaged in incident management and emergency response operations across a  
18 spectrum of potential hazards. These annexes are typically augmented by a variety of  
19 supporting plans and operational supplements.

20  
21 **Incident Command:** Responsible for overall management of the incident and consists of  
22 the Incident Commander, either single or unified command, and any assigned supporting  
23 staff.

24  
25 **Incident Command Post:** The field location where the primary functions are performed.  
26 The ICP may be co-located with the incident base or other incident facilities.

27  
28 **Incident Command System (ICS):** A standardized on-scene emergency management  
29 construct specifically designed to provide for the adoption of an integrated organizational  
30 structure that reflects the complexity and demands of single or multiple incidents, without  
31 being hindered by jurisdictional boundaries. ICS is a management system designed to  
32 enable effective incident management by integrating a combination of facilities, equipment,  
33 personnel, procedures, and communications operating within a common organizational  
34 structure, designed to aid in the management of resources during incidents. It is used for  
35 all kinds of emergencies and is applicable to small as well as large and complex incidents.  
36 ICS is used by various jurisdictions and functional agencies, both public and private, to  
37 organize field-level incident management operations.

38  
39 **Incident Commander:** The individual responsible for all incident activities, including the  
40 development of strategies and tactics and the ordering and the release of resources. The  
41 Incident Commander has overall authority and responsibility for conducting incident  
42 operations and is responsible for the management of all incident operations at the incident  
43 site.

44  
45 **Incident Management:** The broad spectrum of activities and organizations providing  
46 effective and efficient operations, coordination, and support applied at all levels of  
47 government, utilizing both governmental and nongovernmental resources to plan for,  
48 respond to, and recover from an incident, regardless of cause, size, or complexity.

49  
50 **Incident Management Assist Team (IMAT):** An interagency national- or regional-based  
51 team composed of subject-matter experts and incident management professionals from  
52 multiple Federal departments and agencies. IMATs will rapidly deploy to an incident or  
53 incident-threatened site, provide incident management presence, identify requirements for  
54 Federal assistance, improve situational awareness, and coordinate integrated response in  
55 support of an affected State. IMAT teams will provide a forward Federal presence to  
56 improve response to serious incidents requiring Federal assistance.



**Incident Management Team (IMT):** An incident command organization made up of the Command and General Staff members and appropriate functional units of an Incident Command System (ICS) organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the "type," or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are State or regional, Type IV are discipline- or large jurisdiction-specific, and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

**Incident Objectives:** Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Indian Tribes:** The United States recognizes Indian tribes as domestic dependent nations under its protection and recognizes the right of Indian tribes to self-government. As such, tribes are responsible for coordinating tribal resources to address actual or potential incidents. When their resources are exhausted, tribal leaders seek assistance from States or even the Federal Government.

**Individual Assistance:** Coordinating assistance programs to help individuals, families, and businesses meet basic needs and return to self-sufficiency. Programs include housing assistance, crisis counseling services, disaster legal services, and unemployment/re-employment programs.

**Infrastructure Liaison:** The Infrastructure Liaison is assigned by the DHS Office of Infrastructure Protection and advises the Unified Coordination Group on critical infrastructure and key resources issues.

**Initial Actions:** The actions taken by those responders first to arrive at an incident site and may include immediate law enforcement, fire and emergency medical services, emergency flood fighting, evacuations, transportation system detours, and providing emergency information to the public.

**Initial Response:** Resources initially committed to an incident. Depending upon the type and scope of incident, a number of different Federal assets may be dispatched to a community in need during the first hours following an incident, such as an Incident Management Assist Team (IMAT), a Hurricane Liaison Team (HLT), an Urban Search and Rescue (US&R) Task Force, or a Mobile Emergency Response Support (MERS).

**Intelligence/Investigations:** Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence/Investigations gathered within the Intelligence/ Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

**Intelligence Community:** The Director of National Intelligence serves as the President's principal intelligence advisor and oversees and directs the implementation of the National Intelligence Program.

1 **Interoperability:** The ability of emergency management/response personnel to interact  
2 and work well together. In the context of technology, interoperability is also defined as the  
3 emergency communications system that should be the same or linked to the same system  
4 that the jurisdiction uses for nonemergency procedures, and should effectively interface  
5 with national standards as they are developed. The system should allow the sharing of data  
6 with other jurisdictions and levels of government during planning and deployment.

7  
8 **Job Aid:** A checklist or other visual aid intended to ensure that specific steps of completing  
9 a task or assignment are accomplished

10  
11 **Joint Field Office (JFO):** The primary Federal incident management field structure. The  
12 JFO is a temporary Federal facility that provides a central location for the coordination of  
13 Federal, State, tribal and local governments and private sector businesses and NGOs with  
14 primary responsibility for response and short-term recovery. The JFO structure is  
15 organized, staffed and managed in a manner consistent with NIMS principles and is led by  
16 the Unified Coordination Group. Personnel from Federal and State departments and  
17 agencies, other jurisdictional entities and private sector businesses and NGOs may be  
18 requested to staff various levels of the JFO, depending on the requirements of the incident.  
19 When incidents impact the entire nation or multiple States or localities, multiple JFOs may  
20 be established. In these situations, coordination will occur following the principles of Unified  
21 Area Command. The physical location of such a coordination entity depends on the  
22 situation.

23  
24 **Joint Information Center (JIC):** A facility established to coordinate all incident-related  
25 public information activities. The JIC is a physical location from which external affairs  
26 professionals from all the organizations involved in an incident work together to provide  
27 emergency information, media response, and public affairs functions. The JIC serves as a  
28 focal point for a coordinated and timely release of incident-related prevention,  
29 preparedness, response, recovery, and mitigation information to the public. It is the central  
30 point of contact for all news media.

31  
32 **Joint Information System (JIS):** Integrates incident information and public affairs into a  
33 cohesive organization designed to provide consistent, coordinated, accurate, accessible,  
34 timely, and complete information during crisis or incident operations. The mission of the JIS  
35 is to provide a structure and system for developing and delivering coordinated interagency  
36 messages; developing, recommending, and executing public information plans and  
37 strategies on behalf of the Incident Commander; advising the Incident Commander  
38 concerning public affairs issues that could affect a response effort; and controlling rumors  
39 and inaccurate information that could undermine public confidence in the emergency  
40 response effort.

41  
42 **Joint Operations Center (JOC):** The JOC is an interagency command post established by  
43 the FBI to manage terrorist threats or incidents and investigative and intelligence activities.  
44 The JOC coordinates the necessary interagency law enforcement assets required to prepare  
45 for, respond to and resolve the threat or incident with State, tribal and local law  
46 enforcement agencies.

47  
48 **Joint Task Force (JTF):** Based on the magnitude, type of incident, and anticipated level  
49 of resource involvement, the combatant commander may utilize a JTF to command Federal  
50 military forces in support of the incident response. The JTF will deploy to a location that will  
51 enable efficient and effective command, control, and coordination of DOD's response efforts,  
52 while maintaining close contact with the JFO. The Defense Coordinating Officer will remain  
53 the conduit between DOD and the JFO Unified Coordination Group.

1 **Joint Task Force (JTF) Commander:** Based on the complexity and type of incident, and  
2 the anticipated level of DOD resource involvement, DOD may elect to designate a JTF to  
3 command Federal (Title 10) military activities in support of the incident objectives. If a JTF  
4 is established, consistent with DOD operational requirements, its command and control  
5 element will establish effective liaison with the JFO to ensure coordination and unity of  
6 effort. The JTF Commander will serve as a representative in the Unified Coordination  
7 Group.

8  
9 **Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an  
10 incident related to their legal responsibilities and authority. Jurisdictional authority at an  
11 incident can be political or geographical (e.g., Federal, State, tribal, and local boundary  
12 lines) or functional (e.g., law enforcement, public health).

13  
14 **Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific  
15 geographical area, or a mandated function.

16  
17 **Key Resources:** Any publicly or privately controlled resources essential to the minimal  
18 operations of the economy and government.

19  
20 **Liaison:** A form of communication for establishing and maintaining mutual understanding  
21 and cooperation.

22  
23 **Liaison Officer:** A member of the Command Staff responsible for coordinating with  
24 representatives from cooperating and assisting agencies or organizations.

25  
26 **Local Government:** A county, municipality, city, town, township, local public authority,  
27 school district, special district, intrastate district, council of governments (regardless of  
28 whether the council of governments is incorporated as a nonprofit corporation under State  
29 law), regional or interstate government entity, or agency or instrumentality of a local  
30 government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or  
31 Alaska Regional Native Corporation; a rural community, unincorporated town or village, or  
32 other public entity. See Section 2 (10), Homeland Security Act of 2002, Public Law  
33 107–296, 116 Stat. 2135 (2002).

34  
35 **Logistics:** Providing resources and other services to support incident management.

36  
37 **Logistics Section:** The JFO Logistics Section coordinates logistics support that includes  
38 control of and accountability for Federal supplies and equipment; resource ordering;  
39 delivery of equipment, supplies, and services to the Joint Field Office and other field  
40 locations; facility location, setup, space management, building services, and general facility  
41 operations; transportation coordination and fleet management services; information and  
42 technology systems services; administrative services such as mail management and  
43 reproduction; and customer assistance. .

44  
45 **Long-Term Recovery:** A process of recovery that may continue for a number of months  
46 or years, depending on the severity and extent of the damage sustained. For example,  
47 long-term recovery may include the complete redevelopment of damaged areas.

48  
49 **Major Disaster:** Under the Robert T. Stafford Disaster Relief and Emergency Assistance  
50 Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-  
51 driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide,  
52 snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of  
53 the United States that, in the determination of the President, causes damage of sufficient  
54 severity and magnitude to warrant major disaster assistance under the Stafford Act to  
55 supplement the efforts and available resources of States, local governments, and disaster  
56 relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mission Assignment:** The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also **Pre-Scripted Mission Assignments**.

**Mitigation:** Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization:** The process and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobile Emergency Response Support (MERS):** The primary function of MERS is to provide mobile telecommunications capabilities and life, logistics, operational and power generation support required for the on-site management of disaster response activities. MERS support falls into three broad categories: (1) operational support elements; (2) communications equipment and operators; and (3) logistics support.

**Multiagency Coordination (MAC) Group:** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. It can provide coordinated decisionmaking and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.

**Multijurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

**Mutual Aid and Assistance Agreement:** Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**National:** Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

**National Counterterrorism Center (NCTC):** The NCTC serves as the primary Federal organization for integrating and analyzing all intelligence pertaining to terrorism and counterterrorism and to conduct strategic operational planning by integrating all instruments of national power.

1 **National Disaster Medical System (NDMS):** A federally coordinated system that  
2 augments the Nation's medical response capability. The overall purpose of the NDMS is to  
3 establish a single, integrated national medical response capability for assisting State and  
4 local authorities in dealing with the medical impacts of major peacetime disasters. NDMS,  
5 under Emergency Support Function #8 – Public Health and Medical Services, supports  
6 Federal agencies in the management and coordination of the Federal medical response to  
7 major emergencies and federally declared disasters.

8  
9 **National Exercise Program:** Program coordinated by DHS that meets the Federal  
10 requirement that departments and agencies evaluate and improve their capabilities to  
11 perform in a crisis or emergency across the 15 incident and planning scenarios contained in  
12 the *National Preparedness Guidelines*. The National Exercise Program contains a Corrective  
13 Action Program System, a web-based tool that enables Federal, State and local emergency  
14 response and homeland security officials to implement the corrective action program  
15 process.

16  
17 **National Incident Management System (NIMS):** Provides a systematic, proactive  
18 approach guiding government agencies at all levels, the private sector, and  
19 nongovernmental organizations to work seamlessly to prepare for, prevent, respond to,  
20 recover from, and mitigate the effects of incidents, regardless of cause, size, location, or  
21 complexity, in order to reduce the loss of life or property and harm to the environment.  
22 NIMS codified emergency management discipline in six areas, including incident command  
23 and management structures, core preparedness activities, resource management,  
24 communications, supporting technologies, and the maintenance for these systems over  
25 time.

26  
27 **National Infrastructure Coordinating Center (NICC):** Part of the National Operations  
28 Center, the NICC monitors the Nation's critical infrastructure and key resources on an  
29 ongoing basis. During an incident, the NICC provides a coordinating forum to share  
30 information across infrastructure and key resources sectors through appropriate  
31 information-sharing entities.

32  
33 **National Infrastructure Protection Plan (NIPP):** The NIPP and supporting Sector-  
34 Specific Plans (SSPs) provide a coordinated approach to critical infrastructure and key  
35 resources (CI/KR) protection roles and responsibilities for Federal, State, tribal, local, and  
36 private-sector security partners. The NIPP sets national priorities, goals, and requirements  
37 for effective distribution of funding and resources that will help ensure that our government,  
38 economy, and public services continue in the event of a terrorist attack or other disaster.

39  
40 **National Military Command Center:** Located in the Pentagon, the National Military  
41 Command Center houses the logistical and communications center for the Secretary of  
42 Defense and is the principal command and control center of the Department of Defense.

43  
44 **National Operations Center (NOC):** The primary national hub for situational awareness  
45 and operations coordination across the Federal Government for incident management. The  
46 NOC provides the Secretary of Homeland Security and other principals with information  
47 necessary to make critical national-level incident management decisions. The NOC is  
48 responsible for facilitating homeland security coordination across the Federal mission areas  
49 of prevention, protection, response, and recovery.

**National Preparedness Guidelines:** Guidance for Federal departments and agencies; State, tribal, territorial, and local officials; the private sector, nongovernmental organizations, and the public in determining how to most effectively and efficiently strengthen preparedness for terrorist attacks, major disasters, and other emergencies. This document lays out 15 national planning scenarios that form the basis of the newly coordinated national exercise schedule and priorities, and it identifies 37 core capabilities that are needed to support incident management across the Nation. These *Guidelines* identify core community and State capabilities that will be supported by the DHS homeland security grant programs.

**National Response Coordination Center (NRCC):** The NRCC, a component of the NOC, is DHS/FEMA's primary operations center responsible for national incident response and recovery as well as national resource coordination. As a 24/7 operations center, the NRCC monitors potential or developing incidents and supports the efforts of regional and field components. The NRCC has the capacity and capability to surge immediately in anticipation of or in response to a national incident by activating the full range of Emergency Support Function teams and other personnel as needed to provide resources and policy guidance to a Joint Field Office or other local incident management structures, as needed for incident response. The NRCC provides overall incident management coordination, conducts operational planning, deploys national-level entities, and collects and disseminates incident information as it builds and maintains a common operating picture.

**National Response Framework (NRF):** A guide to how the Nation conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

**National Security Council (NSC):** The Homeland Security Council (HSC) and National Security Council (NSC) provide national strategic and policy guidance to the President during large-scale national incidents. On behalf of the President, the head of the Homeland Security Council (chaired by the Assistant to the President for Homeland Security and Counterterrorism) and the head of the National Security Council (chaired by the Assistant to the President for National Security Affairs) coordinate Federal policy development for domestic and international incident management, respectively, and convene interagency meetings to coordinate policy issues. Both policy councils use well-established policy development structures to identify policy issues that require interagency coordination, flesh out policy options and present those options for decision. The two councils frequently co-chair policy development work on an issue of common interest.

**National Urban Search and Rescue (SAR) Response System:** A system composed of the primary agencies that provide specialized SAR operations during incidents or potential incidents requiring a coordinated Federal response. The system is built around a core of task forces prepared to deploy immediately and initiate operations in support of ESF #9 – Search and Rescue. These task forces are staffed primarily by local fire department and emergency services personnel who are highly trained and experienced in collapsed structure SAR operations and possess specialized expertise and equipment.

**National Voluntary Organizations Active in Disasters (NVOAD):** NVOAD is a consortium of more than 30 recognized national organizations active in disaster relief. Their organizations provide capabilities to incident management and response efforts at all levels. During major incidents, NVOAD typically sends representatives to the National Response Coordination Center to represent the voluntary organizations and assist in response coordination.

**NIC:** National Integration Center

1 **Nongovernmental Organization (NGO):** An entity with an association that is based on  
2 interests of its members, individuals, or institutions. It is not created by a government, but  
3 it may work cooperatively with government. Such organizations serve a public purpose, not  
4 a private benefit. Examples of NGOs include faith-based charity organizations and the  
5 American Red Cross. NGOs, including voluntary and faith-based groups, provide relief  
6 services to sustain life, reduce physical and emotional distress, and promote the recovery of  
7 disaster victims. Oftentimes these groups provide specialized services that help individuals  
8 with disabilities. NGOs and voluntary organizations play a major role in assisting  
9 emergency managers before, during, and after an emergency.

10  
11 **Officer:** The ICS title for the personnel responsible for the Command Staff positions of  
12 Safety, Liaison, and Public Information.

13  
14 **Operations Section: (1) In the Incident Command Organization:** The Section  
15 responsible for all tactical incident operations and implementation of the Incident Action  
16 Plan. In the Incident Command System, it normally includes subordinate Branches,  
17 Divisions, and/or Groups. **(2) In the Joint Field Office:** The Operations Section  
18 coordinates operational support with on-scene incident management efforts. Branches,  
19 divisions, and groups may be added or deleted as required, depending on the nature of the  
20 incident. The Operations Section also is responsible for coordinating with other Federal  
21 facilities that may be established to support incident management activities.

22  
23 **Organize:** Each Federal department and agency possesses some level of incident  
24 management capability, and most have some type of emergency operations or coordination  
25 office or function. Organizing to support response capabilities includes developing an  
26 overall organizational structure, strengthening leadership at each level, and assembling  
27 well-qualified teams of paid and volunteer staff for essential response and recovery tasks.  
28 Every department and agency head should be familiar with his or her capabilities and  
29 organizational structure, and vest the agency official responsible for incident management  
30 and preparedness actions with sufficient authority to meet the agency's responsibilities  
31 under the National Response Framework.

32  
33 **Other Senior Officials:** Based on the scope of an incident, senior officials from Federal  
34 departments and agencies; State, tribal, or local governments; private-sector or  
35 nongovernmental organizations; or other entities with primary statutory or jurisdictional  
36 responsibility and significant operational responsibility for an aspect of an incident may be  
37 asked to participate in a Unified Coordination Group.

38  
39 **Plan:** Each Federal department or agency must plan for its role in incident response. Every  
40 Federal agency possesses personnel and resources that may be needed in response to an  
41 incident. Some Federal agencies may have primary responsibility for certain aspects of  
42 incident response, such as hazardous materials remediation. Other Federal agencies may  
43 have primary or supporting roles in providing different types of resources, such as  
44 communications personnel and equipment. In either case, each Federal agency must  
45 develop a set of policies, plans, and procedures governing how it will effectively locate  
46 available resources and provide them as part of a coordinated Federal response.

47  
48 **Planning Section:** The JFO Planning Section's functions include the collection, evaluation,  
49 dissemination, and use of information regarding the threat or incident and the status of  
50 Federal resources. The Planning Section prepares and documents Federal support actions  
51 and develops unified action, contingency, long-term, and other plans.

1 **Pre-Positioned Resources:** Resources moved to an area near the expected incident site  
2 in response to anticipated resource needs. Since virtually all incidents are local, Federal  
3 resources must be positioned close to those localities most at risk for particular types of  
4 events. As a result, the Federal Government pre-positions resource stockpiles to leverage  
5 the geographic distribution of Federal regional, district, and sector offices across the  
6 country.

7  
8 **Pre-Scripted Mission Assignments:** A mechanism used by the Federal Government to  
9 facilitate rapid Federal resource response. Pre-scripted mission assignments identify  
10 resources or capabilities that Federal departments and agencies, through various ESFs, are  
11 commonly called upon to provide during incident response. Pre-scripted mission  
12 assignments allow primary and supporting ESF agencies to organize resources into  
13 "adaptive force packages" or other groupings of resources that will be deployed during  
14 incident response, much as a local fire department might have a mutual aid "run card" that  
15 identifies where the department will look to for assistance in fighting a major fire. Based on  
16 specific requirements, Pre-Scripted Mission Assignments can be tailored to develop, train  
17 and exercise rosters of deployable disaster response personnel. Pre-scripted mission  
18 assignments reduce the time it takes to deploy Federal resources when needed.

19  
20 **Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising,  
21 evaluating, and improving in an effort to ensure effective coordination during incident  
22 response.

23  
24 **Preparedness Cycle:** Effective preparedness is essential to successful national response.  
25 Department and agency heads must ensure that their organizations are always prepared to  
26 fulfill their roles and responsibilities under the National Response Framework. The  
27 Preparedness Cycle defines the continual process of planning, organizing, training,  
28 equipping, exercising, evaluating, and improving that departments and agencies need to  
29 commit to in order to meet our collective preparedness targets.

30  
31 **Preparedness Organizations:** The groups that provide coordination for emergency  
32 management and incident response activities before a potential incident. These  
33 organizations range from groups of individuals to small committees to large standing  
34 organizations that represent a wide variety of committees, planning groups, and other  
35 organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical  
36 Infrastructure Sector Coordinating Councils).

37  
38 **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring.  
39 Prevention involves actions to protect lives and property. It involves applying intelligence  
40 and other information to a range of activities that may include such countermeasures as  
41 deterrence operations; heightened inspections; improved surveillance and security  
42 operations; investigations to determine the full nature and source of the threat; public  
43 health and agricultural surveillance and testing processes; immunizations, isolation, or  
44 quarantine; and, as appropriate, specific law enforcement operations aimed at deterring,  
45 preempting, interdicting, or disrupting illegal activity and apprehending potential  
46 perpetrators and bringing them to justice.

47  
48 **Principal Federal Official (PFO):** For major incidents that require an extraordinary level  
49 of coordination across multiple disciplines and functions and overlapping Federal and State  
50 authorities, the Secretary of Homeland Security may appoint a PFO to assist the Secretary  
51 in executing his or her responsibilities as the overall domestic incident manager. Acting on  
52 the Secretary's behalf, the PFO will coordinate the activities of other Federal officials, acting  
53 under their own authorities, to ensure consistency of Federal support as well as the overall  
54 effectiveness of the Federal incident management. The PFO will serve as a member of the  
55 Unified Coordination Group and provide a primary point of contact and situational awareness  
56 locally for the Secretary of Homeland Security.



**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Assistance:** Coordinating public assistance grant programs authorized by the Stafford Act to aid State, tribal, and local governments and eligible private nonprofit organizations with the cost of emergency protective services, debris removal, and the repair or replacement of disaster-damaged public facilities and associated environmental restoration.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.

**Regional Response Coordination Centers (RRCCs):** The RRCCs are 24/7 coordination centers that expand to become an interagency facility staffed by Emergency Support Functions in anticipation of a serious incident in the region or immediately following an incident. Operating under the direction of the FEMA Regional Administrator, the RRCCs coordinate regional response efforts, and maintain connectivity with State EOCs, State fusion centers, and other Federal and State operations and coordination centers that have potential to contribute to development of situational awareness.

**Reimbursement:** Mechanism used to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the JFO Unified Coordination Staff responsible for monitoring incident operations and advising the Unified Coordination Group on all matters relating to operational safety, including the health and safety of response personnel.

**Secretary of Defense:** The Secretary of Defense is responsible for homeland defense and may also authorize Defense Support of Civil Authorities for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances and the law. When Department of Defense military forces are authorized to support the needs of civil authorities, command of those forces remains with the Secretary of Defense.

**Secretary of Homeland Security:** The Secretary of Homeland Security is the principal Federal official for domestic incident management, which includes coordinating both Federal operations within the United States and Federal resources used in response to or recovery from terrorist attacks, major disasters or other emergencies. The Secretary of Homeland Security is by Presidential directive and statutory authority also responsible for coordination of Federal resources utilized in the prevention of, preparation for, response to or recovery from terrorist attacks, major disasters or other emergencies, excluding law enforcement responsibilities otherwise reserved to the Attorney General. The role of the Secretary of Homeland Security is to provide the President with an overall architecture for response, to coordinate the Federal response, while relying upon other Federal Partners, depending upon the incident, to contribute elements of the response consistent with their own mission, capabilities and authorities.

**Secretary of State:** The Secretary of State coordinates international preparedness, response and recovery activities relating to domestic incidents and the protection of U.S. citizens and U.S. interests overseas.

**Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

**Senior Federal Law Enforcement Official (SFLEO):** An official appointed by the Attorney General during an incident requiring a coordinated Federal response to coordinate all law enforcement, public safety and security operations with intelligence or investigative law enforcement operations directly related to the incident. The SFLEO is a member of the Unified Coordination Group and, as such, is responsible to ensure that allocation of law enforcement requirements and resource allocations are coordinated as appropriate with all other members of the Group. In the event of a terrorist incident, the SFLEO will normally be a senior FBI official, who has coordinating authority over all law enforcement activities related to the incident, both those falling within the Attorney General's explicit authority as recognized in HSPD-5 and those otherwise directly related to the incident itself.

**Situational Awareness:** Situational Awareness is the ability to identify, process, and comprehend the critical elements of information about what is happening to the responders with regards to the mission. More simply, it's knowing what is going on around you. Situational awareness requires continuous monitoring of relevant sources of information regarding actual incidents and developing hazards.

**Situation Report:** Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

**Short-Term Recovery:** A process of recovery that is immediate and overlaps with response. It includes such actions as providing essential public health and safety services, restoring interrupted utility and other essential services, reestablishing transportation routes, and providing food and shelter for those displaced by a disaster. Although called "short term," some of these activities may last for weeks.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

**Special Needs Population:** A population whose members may have additional needs before, during, and after an incident in one or more of the following functional areas: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English speaking; or who are transportation disadvantaged.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. The Stafford Act provides an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from disaster. The President, in response to a State Governor's request, may declare an "emergency" or "major disaster" in order to provide Federal assistance under the act. The President, in Executive Order 12148, delegated all functions, except those in Sections 301, 401, and 409, to the FEMA Administrator. The act provides for the appointment of a Federal Coordinating Officer who will operate in the designated area with a State Coordinating Officer for the purpose of coordinating State and local disaster assistance efforts with those of the Federal Government. (44 CFR 206.2)

**Staging Area:** Established for the temporary location of available resources. A staging area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**State Coordinating Officer (SCO):** The individual appointed by the Governor to coordinate State disaster assistance efforts with those of the Federal Government. The SCO plays a critical role in managing the State response and recovery operations following Stafford Act declarations. The Governor of the affected State appoints the SCO, and lines of authority flow from the Governor to the SCO, following the State's policies and laws. For certain anticipated events in which a Stafford Act declaration is expected, such as an approaching hurricane, the Secretary of Homeland Security or the FEMA Administrator may predesignate one or more Federal officials to coordinate with the SCO to determine resources and actions that will likely be required, and begin predeployment of assets.

**State Homeland Security Advisor:** The State Homeland Security Advisor serves as counsel to the Governor on homeland security issues and serves as a liaison between the Governor's office, the State homeland security structure, the Department of Homeland Security (DHS) and other organizations both inside the state and outside. The advisor often chairs a committee comprised of representatives of relevant State agencies, including public safety, the National Guard, emergency management, public health and others charged with developing preparedness and response strategies.

**Status Report:** Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**Strategic Information and Operations Center (SIOC):** The FBI SIOC is the focal point and operational control center for all Federal intelligence, law enforcement, and investigative law enforcement activities related to domestic terrorist incidents or credible threats, including leading attribution investigations. The SIOC serves as an information clearinghouse to help collect, process, vet, and disseminate information relevant to law enforcement and criminal investigation efforts in a timely manner. The SIOC maintains direct connectivity with the NOC. The SIOC, located at FBI Headquarters, supports the FBI's mission in leading efforts of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States.

**System:** An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Support Annexes:** Support Annexes provide guidance and describe the functional processes and administrative requirements necessary to ensure efficient and effective implementation of NRF incident management objectives.

**Tactics:** Deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, tribal, and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

1 **Territories:** Under the Stafford Act, U.S. territories are may receive federally coordinated  
2 response within the U.S. possessions, including the insular areas, and within the Federated  
3 States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI). Stafford Act  
4 assistance is available to Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and  
5 the Commonwealth of the Northern Mariana Islands, which are included in the definition of  
6 "State" in the Stafford Act. At present, Stafford Act assistance also is available to the FSM  
7 and the RMI under the compact of free association.  
8

9 **Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that  
10 involves an act dangerous to human life or potentially destructive of critical infrastructure or  
11 key resources; is a violation of the criminal laws of the United States or of any State or  
12 other subdivision of the United States in which it occurs; and is intended to intimidate or  
13 coerce the civilian population, or influence or affect the conduct of a government by mass  
14 destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of  
15 2002, Public Law 107–296, 116 Stat. 2135 (2002).  
16

17 **Threat:** An indication of possible violence, harm, or danger.  
18

19 **Tools:** Those instruments and capabilities that allow for the professional performance of  
20 tasks, such as information systems, agreements, doctrine, capabilities, and legislative  
21 authorities.  
22

23 **Tribal:** Referring to any Indian tribe, band, nation, or other organized group or community,  
24 including any Alaskan Native Village as defined in or established pursuant to the Alaskan  
25 Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is  
26 recognized as eligible for the special programs and services provided by the United States to  
27 Indians because of their status as Indians.  
28

29 **Tribal Chief Executive Officer:** The tribal chief executive officer is responsible for the  
30 public safety and welfare of the people of that tribe.  
31

32 **Urban Search and Rescue (US&R) Task Forces:** The National US&R Response System  
33 is a framework for structuring local emergency services personnel into integrated disaster  
34 response task forces. The 28 National US&R Task Forces, complete with the necessary  
35 tools, equipment, skills and techniques, can be deployed by FEMA to assist State and local  
36 governments in rescuing victims of structural collapse incidents or to assist in other search  
37 and rescue missions. Each Task Force must have all its personnel and equipment at the  
38 embarkation point within 6 hours of activation. The Task Force can be dispatched and en  
39 route to its destination in a matter of hours.  
40

41 **Unified Approach:** A major objective of preparedness efforts is to ensure mission  
42 integration and interoperability when responding to emerging crises that cross functional  
43 and jurisdictional lines, as well as between public and private organizations.  
44

45 **Unified Area Command:** Command system established when incidents under an Area  
46 Command are multijurisdictional. See **Area Command**.  
47

48 **Unified Command (UC):** An Incident Command System application used when more than  
49 one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies  
50 work together through the designated members of the UC, often the senior person from  
51 agencies and/or disciplines participating in the UC, to establish a common set of objectives  
52 and strategies and a single Incident Action Plan.  
53

1 **Unified Coordination Group:** The JFO is led by the Unified Coordination Group, which is  
2 comprised of specified senior leaders representing State and Federal interests. Depending  
3 on the scope and nature of the incident, the Unified Coordination Group identifies what  
4 Federal capabilities are needed and requests Federal staff from these areas to support the  
5 JFO structure. The Unified Coordination Group typically consists of the Principal Federal  
6 Official (PFO), Federal Coordinating Officer (FCO), State Coordinating Officer, and senior  
7 officials from other entities with primary statutory or jurisdictional responsibility and  
8 significant operational responsibility for an aspect of an incident (e.g., the Senior Federal  
9 Law Enforcement Officer or Joint Task Force Commander, if either is assigned). In the  
10 absence of a PFO having been appointed by the Secretary of Homeland Security, the FCO is  
11 the primary Federal official in the Unified Coordination Group.  
12

13 **United States:** The term "United States," when used in a geographic sense, means any  
14 State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the  
15 U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana  
16 Islands, any possession of the United States, and any waters within the jurisdiction of the  
17 United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public  
18 Law 107-296, 116 Stat. 2135, et seq. (2002).)  
19

20 **Unity of Command:** Principle of management stating that each individual involved in  
21 incident operations will be assigned to only one supervisor.  
22

23 **Volunteer:** Any individual accepted to perform services by the lead agency (which has  
24 authority to accept volunteer services) when the individual performs services without  
25 promise, expectation, or receipt of compensation for services performed. See 16 U.S.C.  
26 742f(c) and 29 CFR 553.101.  
27